

CERTIFIED ASSURANCES

A COPY OF THESE ASSURANCES, IN ITS ENTIRETY, WITH ORIGINAL SIGNATURES, MUST ACCOMPANY THE GRANT APPLICATION

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the lead governmental unit hereby agrees to the following Certified Assurances governing the awarding of funds.

- A) **FINANCIAL REPORTS** – The grantee/sub-grantee agency is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for compensation if occurring prior to the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be used only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent, or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include copies of dated invoices and proof of payment. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.
- 4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 31	- (for reporting period July 1 to September 30);
January 31	- (for reporting period October 1 to December 31);
April 30	- (for reporting period January 1 to March 30); and
July 31	- (for reporting period April 1 to June 30).

- 5) **Final report:** There will be no further expenditures. This grant is closed and no further reports are necessary. This report is due by the final report date which is 45 days after the end of the award period, or if no further funds will be spent prior to the end of the award period.
- 6) **Exercise report:** Each LEPC must report to the SERC annually on at least one real event and/or tabletop, functional, or full-scale exercise or drill which tests the hazardous materials emergency response plan within 60 days of the exercise or incident.
- B) GRANT CHANGE REQUEST** - Grant expenditures are authorized for the purposes set forth in this application as approved in the grant award and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Any request for change in the project must be submitted to the SERC and approved in writing or on the record prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- C)** The applicant certifies, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- D)** The applicant assures that the fiscal accountability of the funds received from the State Emergency Response Commission (SERC) will be managed and accounted for by the lead agency's chief comptroller and that internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- E)** The applicant and its contractors will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.
- F)** The applicant will abide by audit requirements as specified in OMB Circular A-133, Audits of State and Local Governments as revised August 29, 1997.
- G)** Any publication (written, visual, or sound) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:
- “This program was supported by Grant # _____, awarded by the Nevada State Emergency Response Commission (and, if a HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the State Emergency Response Commission (and, if a HMEP grant, U.S. Department of Transportation).”

- H)** The applicant fully understands the State Emergency Response Commission (SERC) has the right to suspend, terminate, or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its' grant award.
- H) LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- I)** Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission (SERC.)

SIGNATURES REQUIRED

GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

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LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

NAME (PRINT): _____ TITLE: _____

SIGNATURE: **X** _____ DATE: _____

RETURN THIS FORM WITH THE APPLICATION